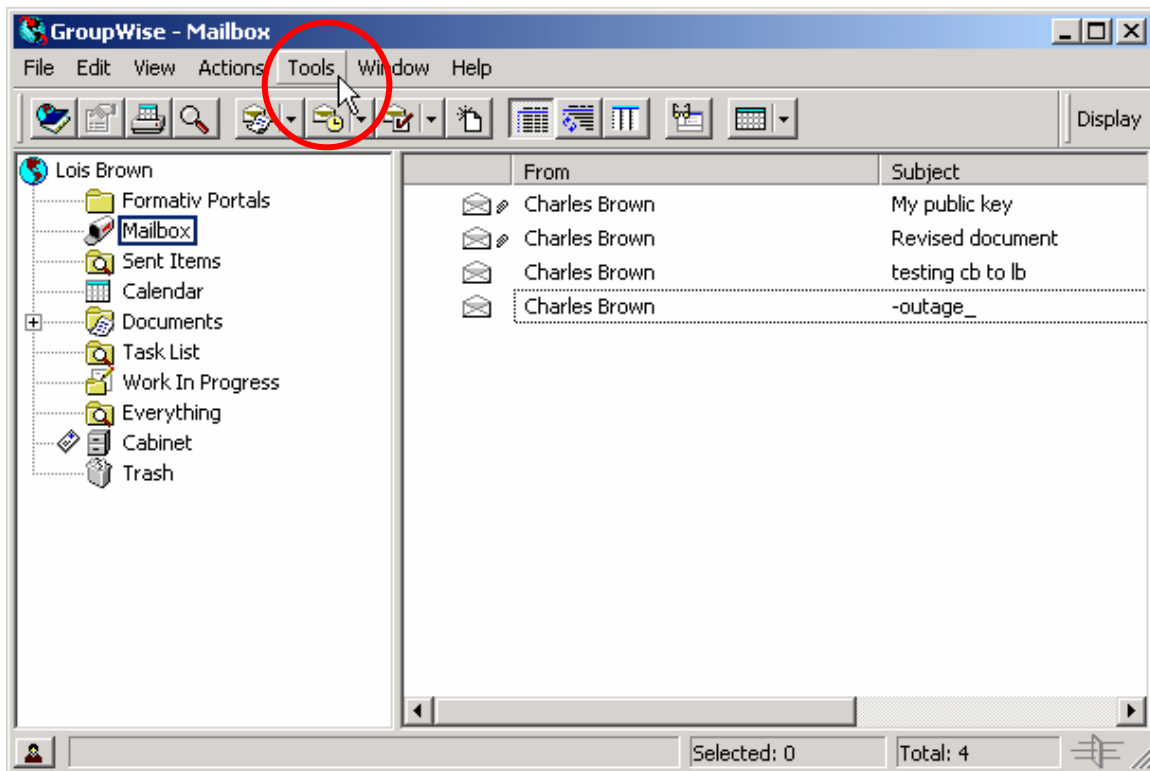
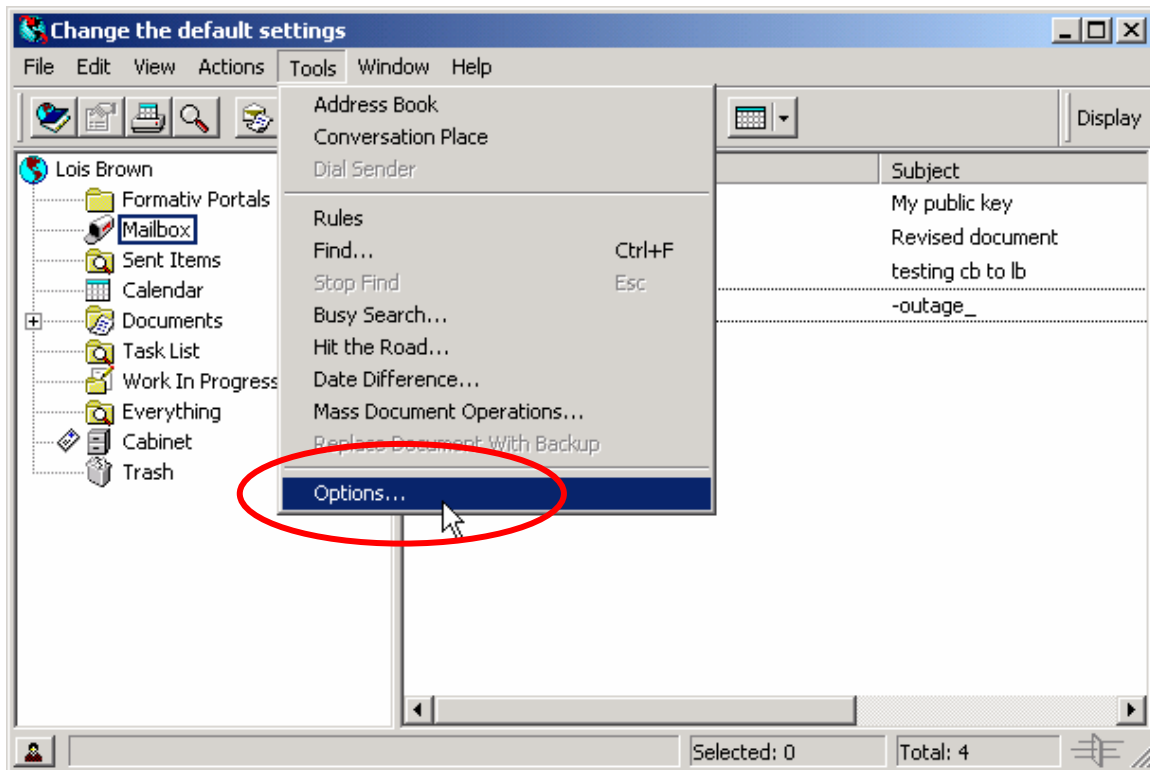


How To Correct GroupWise Busy Search Bug.

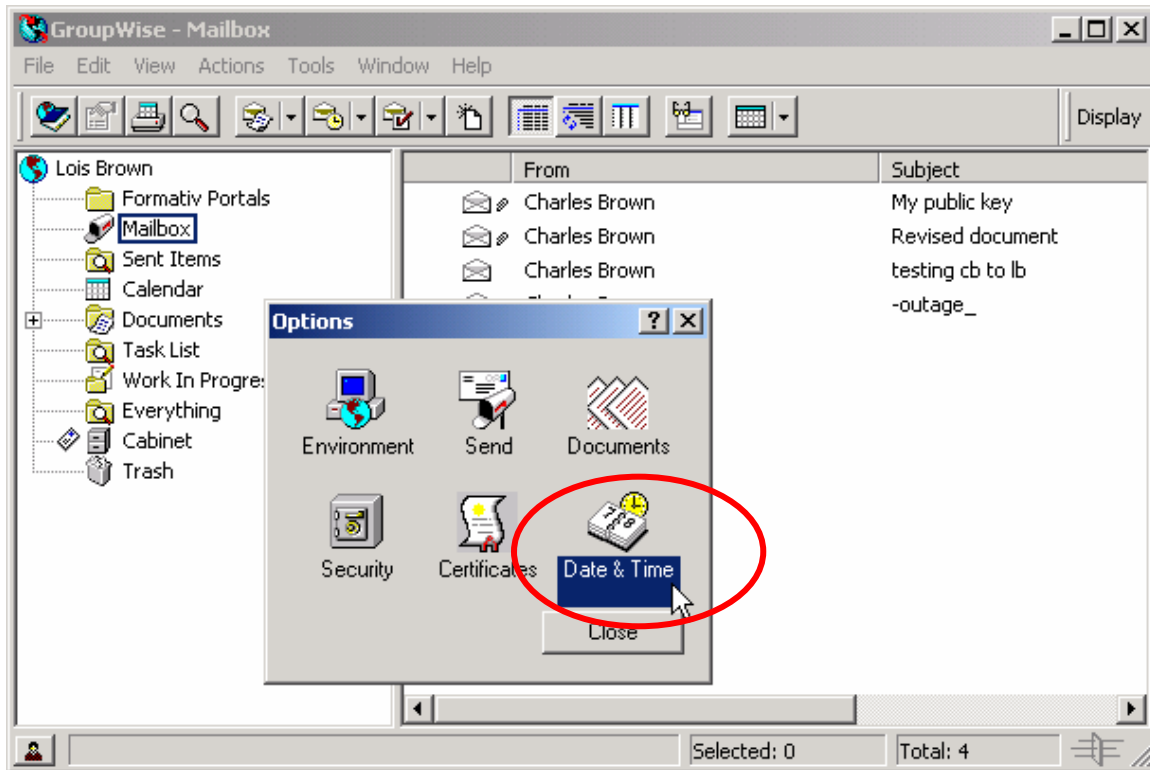
Here are instructions for how to fix Busy Search Bug.

1. Open **GroupWise**. Click the **Tools** menu.



2. Click **Options...**

3. **Double-Click** the **Date & Time** icon in the Options window.



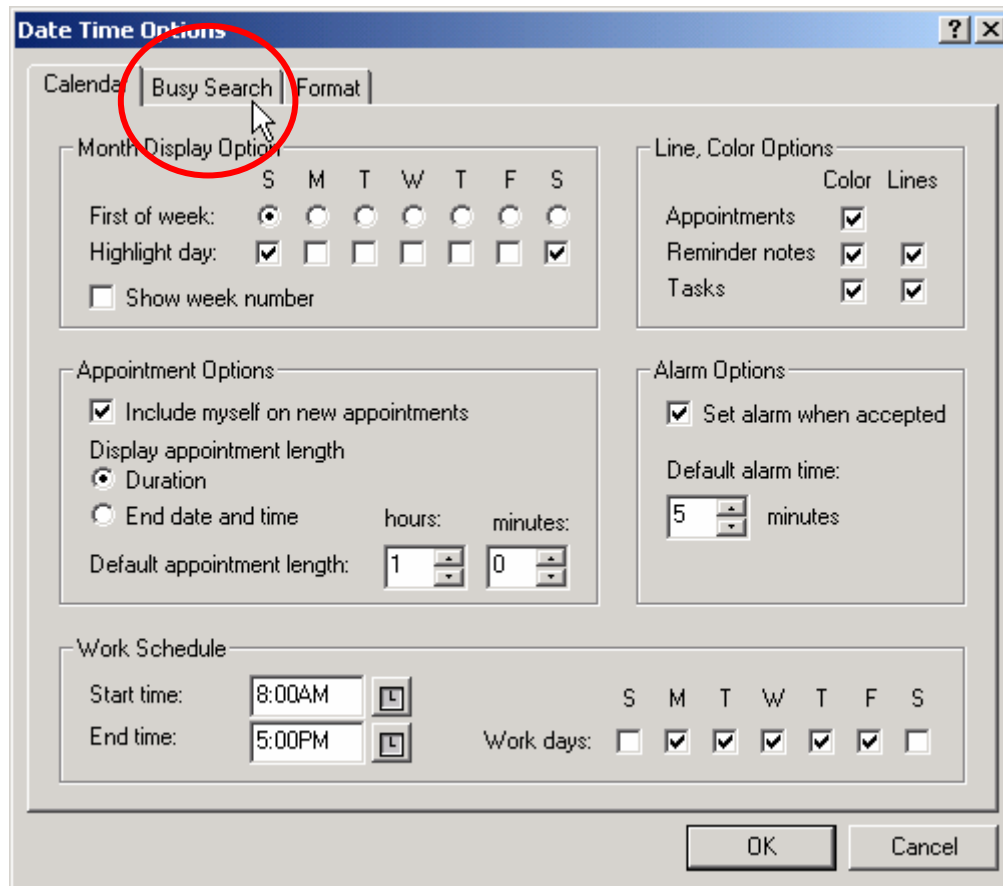
4. The **Date Time Options** window appears.

The screenshot shows the 'Date Time Options' dialog box with the following settings:

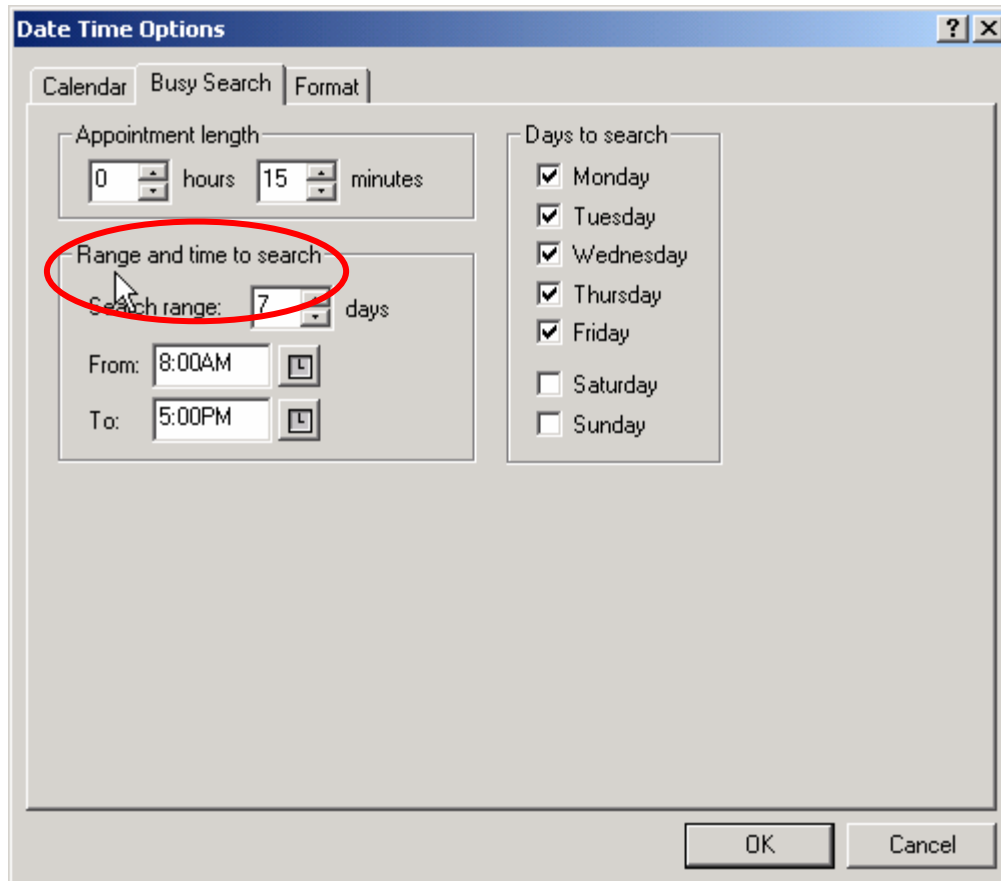
- Calendar** tab is selected.
- Month Display Option:**
 - First of week: ☒ S ☐ M ☐ T ☐ W ☐ T ☐ F ☐ S
 - Highlight day: ☒ S ☐ M ☐ T ☐ W ☐ T ☐ F ☒ S
 - ☐ Show week number
- Line, Color Options:**
 - Appointments: ☒ Color ☒ Lines
 - Reminder notes: ☒ Color ☒ Lines
 - Tasks: ☒ Color ☒ Lines
- Appointment Options:**
 - ☒ Include myself on new appointments
 - Display appointment length:
 - ☒ Duration
 - ☐ End date and time
 - Default appointment length: hours: minutes:
- Alarm Options:**
 - ☒ Set alarm when accepted
 - Default alarm time: minutes
- Work Schedule:**
 - Start time:
 - End time:
 - Work days: ☐ S ☒ M ☒ T ☒ W ☒ T ☒ F ☐ S

Buttons: OK, Cancel

5. Click the **Busy Search** Tab.



6. In the **Range and time to search** section of the Date Time Options window, **enter another time in the From and To time boxes other than what is shown.** (For instance, From: 7:30AM and To: 5:30PM)



Date Time Options

Calendar | **Busy Search** | Format

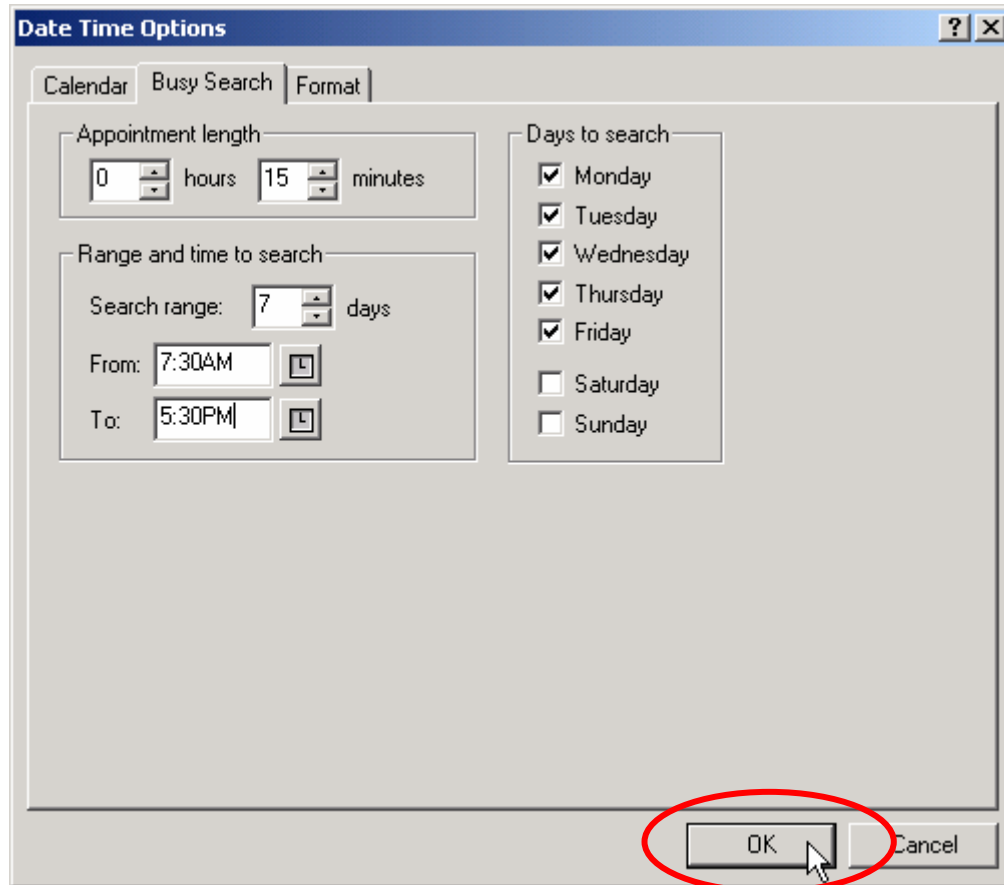
Appointment length
0 hours 15 minutes

Range and time to search
Search range: 7 days
From: 8:00AM
To: 5:00PM

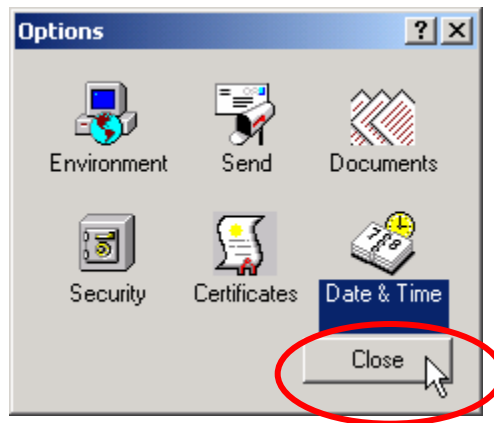
Days to search
☒ Monday
☒ Tuesday
☒ Wednesday
☒ Thursday
☒ Friday
☐ Saturday
☐ Sunday

OK Cancel

- Click the **OK** button.



8. Click the **Close** button.



Once you have completed this task it will never have to be repeated again. You can now go back into Busy Search and set the Date & Time to the times you prefer.